

PS-10.04, "Volunteer Services Programs" February 1, 2008

SCDC POLICY/PROCEDURE

NUMBER: PS-10.04

TITLE: VOLUNTEER SERVICES PROGRAMS

ISSUE DATE: FEBRUARY 1, 2008

RESPONSIBLE AUTHORITY: DIVISION OF INMATE SERVICES

OPERATIONS MANUAL: PROGRAM SERVICES

SUPERSEDES: PS-10.04 (December 1, 2004)

RELEVANT SCDC FORMS/SUPPLIES: 1-2, 1-3, 1-9 (revised), 1-17,1-18 (revised), 15-20(a), 16-24,19-29, 19-50, 19-113, B-1 (revised)

ACA/CAC STANDARDS: 4-ACRS-7B-03, 4-ACRS-7F-05, 4-ACRS-7F-08, 4-ACRS-7F-09, 4-ACRS-7F-10,4-4114 through 4-4122, 4-4430

STATE/FEDERAL STATUTES:

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: To provide guidelines and establish responsibilities for all volunteer services provided to inmates housed in any South Carolina Department of Corrections (SCDC) institution.

POLICY STATEMENT: As a means to provide inmates with services and opportunities that will strengthen their ability to become productive members of society upon release, the SCDC will encourage and provide opportunities for volunteer services and programs for inmates as time, space, and staff permit. The services of volunteers will be limited by the needs of the inmate population and the safety, security, and health needs of the institution, inmates, staff, and others. (4-ACRS-7D-04, 4-4115)

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APPENDIX 1

1. GENERAL PROVISIONS:

1.1 The Warden/Associate Warden will be responsible for the institutional Volunteer Advisory Council (VAC), and meeting with them at least annually and maintaining minutes of the meetings.

1.2 Volunteers will be monitored when they are providing services to inmates. The Warden, Volunteer Coordinator, and/or institutional staff supervising volunteers reserve the right to place any necessary restrictions/limitations on approved volunteers, services, and activities to uphold the security and safety of the SCDC, employees, inmates, and others at any time.

1.3 All volunteers, whether Registered or Guest, will be required to receive orientation prior to performing any services or activities at any SCDC institution. Orientation will be scheduled by either a Volunteer Coordinator or institutional staff member responsible for supervising the volunteer(s). Orientation will be conducted by an Agency employee, e.g., the Volunteer Coordinator, each institutional staff member supervising the volunteers, or the shift supervisor, and may be accomplished just prior to the time of the initial volunteer services activity. See Section 5., below, for additional information.

1.4 All Registered and Guest Volunteers will be afforded the following services as outlined in SCDC Policy/Procedure HS-18.01, "Specialized Health Services Programs:"

- Tuberculosis screening: Skin testing (or verbal interview for Volunteers with previously positive skin tests); (referral will be made to the local health department for treatment.) When a volunteer begins his/her volunteer activities with the SCDC, s/he will be offered the Tuberculin Skin Test (TST). In addition, the SCDC may require that certain volunteers receive a TST prior to beginning volunteer activities within the SCDC. The Director for Health Services and the Director for Programs and Services jointly will be responsible for designating certain volunteer activities as ones which require a TST. In addition, any volunteer may request a TST on an annual basis or as required by the institution, e.g., Broad River requires testing every six (6) months.

- Evaluation and first aid treatment after an injury; (Medical staff may provide initial treatment and refer Volunteers to a community care giver or call EMS.) and
- Evaluation after exposure to bloodborne pathogens.

1.5 Any injury to a Volunteer that occurs on SCDC property will be the responsibility of the Volunteer. SCDC will not be liable for any resulting medical costs, loss of wages, workers compensation, etc., concerning any such injury to a volunteer.

2. RESPONSIBILITY:

2.1 The Division Director of Inmate Services will be responsible for managing the SCDCs volunteer service programs. The following positions have been established to assist the Division Director of Inmate Services with this program:

2.2 Chief, Volunteer Services Branch: The Chief, Volunteer Services Branch, will report directly to the Division Director of Inmate Services and will be responsible for the following:

2.2.1 providing technical assistance to the Volunteer Coordinators and institutional staff; (4-ACRS-7D-04, 4-4114, 4-4115)

2.2.2 providing an annual Departmental recognition event for Volunteers, and assisting the Volunteer Coordinators with their institutional recognition events as funding/resources are available;

2.2.3 coordinating, with the Division Director of Inmate Services, the management of all funds utilized for Volunteers;

2.2.4 developing an orientation program and assisting, as requested by institutional staff, in the delivery of orientation to Volunteers;

2.2.5 maintaining unduplicated records from the monthly reports submitted by the institutional Volunteer Coordinators of the Registered and Guest Volunteers, the hours of service, and the type of activity provided, and providing a consolidated report of this activity to the Division Director of Inmate Services;

2.2.6 maintaining a good working relationship with community organizations that will facilitate the recruitment of volunteers and enhance community support for the volunteer program; (4-ACRS-7F-08, 4-4114)

2.2.7 organizing and chairing a statewide Volunteer Advisory Council (VAC); The VAC will be composed of Registered Volunteers selected by the Chief, Volunteer Services Branch, with the assistance of the Volunteer Coordinators. The VAC will meet at least annually to discuss and provide suggestions, information, and recommendations for improving the Agency's volunteer program. (4-ACRS-7F-05, 4-4122)

2.2.8 sending all volunteer applications to the appropriate Volunteer Coordinator for processing;

2.2.9 coordinating background checks on all Registered and Guest Volunteers, as deemed necessary; and

2.2.10 monitoring the volunteer programs in all institutions by participating in annual and management institutional program reviews.

2.3 Volunteer Coordinator: The Senior Chaplain (where applicable), or Community Programs Supervisor/designee at Pre-Release Centers, will serve as the Volunteer Coordinator. Volunteer Coordinators will be responsible for the following: (4-ACRS-7D-04, 4-4114)

2.3.1 assisting the Warden or Associate Warden with his/her institutional VAC;

2.3.2 attending the statewide VAC meetings and, when appropriate, providing any input regarding the volunteer program; (4-ACRS-7F-05, 4-4122)

2.3.3 providing assistance to the facility staff in the recruitment, orientation, and supervision of volunteers for their area; (4-ACRS-7D-04, 4-ACRS-7F-08, 4-4116)

2.3.4 providing, with the assistance of the Chief, Volunteer Services Branch, and institutional staff, an annual recognition of the volunteers who provide services for their institution when funding/resources are available;

2.3.5 maintaining unduplicated records on the activities of Registered and Guest Volunteers, the hours of services, the type of activity provided, donated value of gifts, and significant/special volunteer events. SCDC Form 1-2, "Supplement to the Monthly Volunteer Services Report," should be used to record this data.

2.3.6 reporting all volunteer activities and forwarding the original unduplicated monthly records to the Chief, Volunteer Services Branch, by the seventh of each month; (4-4115)

2.3.7 ensuring that there is supervision of volunteers in their respective areas, e.g., Chaplains are responsible for Volunteers who provide services of a religious nature;

2.3.8 coordinating through the institutional medical personnel and the Chief, Volunteer Services Branch, the scheduling of Volunteers to be tested for tuberculosis when requested by a volunteer or when deemed necessary by the institution;

2.3.9 reading, understanding, and being knowledgeable of the information contained on the "Guidelines for a Successful Institutional Volunteer Program"; (see Appendix 1 of this policy/procedure.)

2.3.10 providing security staff with a list of Guest Volunteers, to include the group sponsor and name of volunteer group, 24-hours prior to the scheduled volunteer activity; (for identification, the list of Guest Volunteers will be provided to the security staff and should include each volunteer's full name, date and time of volunteer activity, institutional location where the volunteer activity will take place, and a list of inmates

who will be attending when required. No list is required for some activities, e.g., worship service. SCDC Form 19-113, "Official Outcount Roster," can be used for this purpose.) and

2.3.11 providing security staff with a master list of all Registered Volunteers and updating the list on at least a monthly basis.

2.4 Institutional Staff:

2.4.1 Each Warden will identify staff at each institution to be responsible for supervising volunteers providing services in their general area of responsibility. For example, the following staff will be responsible for volunteers in the areas identified below:

Educational Staff -where available, college instructors, distance learning programs, life skill counselors, tutors, etc.;

Clinical Correctional Counselors - where available, Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Sistercare, etc.;

Recreational Staff -where available, coaches, church or community leagues, hobbycraft activities, etc.

(NOTE: The above-identified list is not exhaustive. The Chief, Volunteer Services Branch, will identify other positions to supervise volunteers as the need arises and will communicate this information to the Wardens and Volunteer Coordinators.)

2.4.2 In addition to ensuring that there is supervision for volunteers who provide service in their area of responsibility, designated institutional staff will also be responsible for the following:

2.4.2.1 formally or informally assessing the needs of the inmates and recruiting volunteers who can provide services to meet these identified needs; (4-4430)

2.4.2.2 ensuring that the recruitment process encourages individuals from all cultural and socio-economic segments of the community to volunteer; (4-ACRS-7F-08, 4-4116)

2.4.2.3 ensuring that each Registered Volunteer completes the application process and that individual files are maintained in a secure location (e.g., locked file cabinet or locked office) on each volunteer; (each file will include, at a minimum, a signed and completed SCDC Form 1-3, "Application for Volunteer Services," a signed SCDC Form 1-9, "Volunteer Services Agreement," and a record of volunteer activity.)

2.4.2.4 ensuring that each volunteer file is maintained for a period of at least three (3) years;

2.4.2.5 maintaining a current schedule of all volunteer services provided and posting a schedule of the availability of such services in areas accessible to inmates (e.g., inmate living areas); (4-4118) (NOTE: This

information must be maintained for a period of at least three (3) years.)

2.4.2.6 scheduling and providing verbal orientation and training to Registered Volunteers and/or Groups; (this orientation will be documented on SCDC Form 1-9.)

2.4.2.7 maintaining unduplicated records of the number of Registered and Guest Volunteers, the hours of services, and sending a copy of this report to the Volunteer Coordinator by the seventh of each month.);

2.4.2.8 notifying the Volunteer Coordinator of any Volunteer who has requested a tuberculosis test; and

2.4.2.9 reading, understanding, and being knowledgeable of the information contained on the "Guidelines for a Successful Institutional Volunteer Program," (see Appendix 1 of this policy/procedure.)

3. VOLUNTEER APPLICATION/APPROVAL PROCESS:

3.1 Volunteers: Volunteers must be at least 18 years of age. Persons under the age of 18 may be allowed to provide volunteer services/activities provided that they receive advance approval from the affected Warden(s) of the institution where the service is to be performed and they are accompanied by their parent or legal guardian or bring a signed and notarized letter from their parent or legal guardian approving them to provide volunteer services/activities and are accompanied by an adult.

3.2 Registered Volunteers must complete SCDC Form 1-3, "Application for Volunteer Services," along with a copy of their driver's license or passport and submit it to the affected institutional staff member. Each application will be entered into the agency mainframe by the Volunteer Coordinator. The main application will be sent to the Branch Chief, Volunteer Services, in the office of Inmate Services along with a signed SCDC Form 1-9, "Volunteer Service Agreement." A copy of the driver's license or passport must be maintained at the institution. Professional persons desiring to provide professional volunteer services at any SCDC institution must attach a copy of their required state license and/or credentials to their application. (4-ACRS-7B-03, 4-4118)

3.3 Volunteer applications will be renewed every three (3) years. Orientation will be done upon renewal of applications. If there is a change in address or telephone number, the Institutional Chaplain/Volunteer Coordinator will need to be notified.

3.4 The affected institutional staff member will submit the application through the Volunteer Coordinator to the Chief, Volunteer Services Branch for a background check. If a Volunteer falsifies the Application for Volunteer Services, s/he will be notified by the Volunteer Coordinator that his/her services are not needed, and the applicant has been disqualified from volunteering at all other institutions.

3.5 If a Volunteer wants to appeal the decision, s/he should send a letter to the Chief, Volunteer Services Branch, with an explanation as to why the information was falsified. (NOTE: Not providing all of one's convictions/arrests or listing inmates s/he visits is considered a form of falsification.)

3.6 The Volunteer Coordinator will coordinate with institutional medical personnel to have Volunteers tested for tuberculosis as appropriate. See Section 1.4., above of this policy/procedure for additional information.

3.7 When the application process is complete and the person has been approved by the Chief, Volunteer Services Branch as a Volunteer, s/he must attend an orientation and training program and must complete SCDC Form 1-9, "Volunteer Services Agreement." The affected staff member will be responsible for scheduling training and for ensuring that all Volunteers are provided with adequate updates. (See Section 5., below, for orientation information.) (4-ACRS-7F-09, 4-4119, 4-4120)

3.8 Service providers who provide a one-time service either individually or as a member of a group may not be required to complete a volunteer application. The individuals and group leaders will be required to complete the Guest Volunteer form covering this one time activity. The group leader will be responsible for orientating the group on the rules and regulations before entering any of South Carolina Department of Corrections facilities. The Warden will have discretionary authority to approve Service Providers that meet the overall protocol for Registered/Guest Volunteers. The request should be for a specific event and approved at a minimum of 24 hours in advance.

3.8.1 Ex offenders may be considered Service Providers subject to the requirements of Section 3.11 in this policy.

3.9 An SCDC employee or former SCDC employee can become either a Registered or Guest Volunteer; however, s/he must receive written approval from his/her supervisor and the appropriate Warden(s) of the institution(s) where the desired volunteer services are to be performed. All services must be provided during off-duty hours. Under no circumstances will SCDC employees approved to provide volunteer services wear any SCDC uniform (to include food service or nursing uniforms) while functioning as a volunteer. (NOTE: Former employees will be required to wait twelve (12) months prior to becoming either a Registered or Guest Volunteer.) Active SCDC employees will not volunteer at the institution they are assigned to.

3.10 A family member of a SCDC employee can also become either a Registered or Guest Volunteer. Registered Volunteers must acknowledge the relationship on SCDC Form 1-3, "Application for Volunteer Services," and Guest Volunteers must acknowledge the relationship on SCDC Form 1-18, "Guest Volunteer Information Form," at the time of applying for Volunteer status, and then must receive written approval from the Warden where s/he wants to render services. A Registered or Guest Volunteer cannot perform these services at the Institution where they have immediate family members. A volunteer who wishes to visit an incarcerated immediate family member must be approved to visit pursuant to the visitors' approval process described in Procedure 4.2 - 4.4, of Agency Policy/Procedure OP-22.09, "Inmate Visitation" and will be governed by the directives, rules, and regulations contained in that policy/procedure. Only immediate family members will be considered. An approved Volunteer whose family member(s) subsequently becomes an employee of the SCDC must report the change in status to the Volunteer Coordinator at the institution where services are provided. The Volunteer Coordinator will document the information in an acknowledgment letter to the Volunteer and will send courtesy copies to the Warden, and

the Chief, Volunteer Services Branch.

3.11 A former inmate from SCDC or another State or Federal Correctional Institution may be considered/approved either as a Registered or Guest Volunteer provided at the time of application:

- s/he has been released from jail, prison, and/or probation for at least three (3) years;
- s/he has been without parole supervision for three (3) years;
- s/he has not pending criminal charges/warrants, and/or;
- s/he has no pending/outstanding arrests/warrants.

Specific written approval to allow the former inmate to perform volunteer services must be received from the appropriate warden(s). The warden(s) may also include any special instructions/restrictions on the former inmate to uphold the security and safety of the institution, employees, inmates, and others.

3.12 When either a Registered or Guest Volunteer provides shelter, either on a temporary or permanent basis, for an inmates child or other family member, then s/he will be terminated as a SCDC Volunteer at the institution where s/he provides assistance to an inmate or inmates. When either a Registered or Guest Volunteer accepts or sends money or other items from an inmate whether at the institution, by mail, by delivery, etc., then s/he will be terminated as a SCDC Volunteer from all institutions.

3.13 Volunteers will not make or receive telephone calls on behalf of the inmate nor be on the PIN list of any inmate not noted as a family member.

These activities are considered to constitute a personal relationship and violate SCDC Policy/Procedure ADM-11.34, "Employee-Inmate Relations."

3.14 Guest Volunteers: Affected staff members will be responsible for arranging occasional volunteer activities. All guest volunteer activities must be approved by the appropriate Warden(s) or an approved designee at least 24 hours prior to performance of the volunteer service(s). The affected staff member will be responsible for ensuring that each Guest Volunteer signs SCDC Form 1-18, "Guest Volunteer Information Form," prior to providing services. 4(4-ACRS-7F-09, 4-4119, 4-4120).

3.15 Guest volunteers may enter the institution up to three (3) times annually with prior approval to observe or participate in an activity by completing SCDC Form 1-18, "Guest Volunteer Information Form," each time they desire to observe or participate in an activity. They must be accompanied/supervised by a Registered Volunteer, Institutional Volunteer Coordinator, or Designee. (NOTE: A first time guest volunteer must submit a copy of their drivers license or passport with the SCDC Form 1-18).

3.16 The staff member will also be responsible for ensuring that information about any guest volunteer service provided is posted in a conspicuous location accessible to the entire general inmate population. Special provisions, consistent with security and safety needs, may be made even when doing so will limit volunteer services, e.g., religious services to inmates housed in SMU, etc.

3.17 If the Volunteer Coordinator determines that an approved Registered Volunteer should be provided with a "temporary" ID badge, s/he must submit a memorandum through the Warden, the respective Division Director, the Chief, Volunteer Services Branch, and the Division Director of Inmate Services for approval.

3.18 At a minimum, the memorandum should contain the following information:

- a description of the work to be performed by the Volunteer;
- the number of hours (minimum 30 hours) s/he will be working on a weekly basis;
- the name of the employee who will be responsible for the supervision of this Volunteer;
- Copy of completed SCDC Form 1-3, "Application for Volunteer Services"
- SCDC Form 1-9, "Volunteer Services Agreement";
- SCDC Form 16-24, "Service Provider/Non-Employee Background Check and
- SCDC Form 15-20 (a), ID Card: Replacement Request &ID Authorization."

3.19 The above forms must be completed by the Volunteer and the requesting supervisor and be approved by the respective Warden/Division Director prior to forwarding to the Chief, Volunteer Services Branch, for processing. Upon approval by the Chief, Volunteer Services Branch and the Director, Division of Human Resources (if there is a SCDC Form 16-24, "Service Provider/Non-Employee Background Check Form"), it will be the responsibility of the Warden/Division Director and the supervising employee to monitor the volunteer's work and provide additional training, if deemed necessary.

4. DRESS REQUIREMENTS:

4.1 The following dress requirements for all Volunteers apply at all institutions and must be adhered to for consistency:

4.1.1 Shirts and shoes are mandatory.

4.1.2 Halter tops, underwear-type tee-shirts, tank tops, sleeveless shirts, fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any Volunteer (male or female).

4.1.3 Volunteers (male and female) may wear Bermuda-length shorts, blue jeans/shorts, khaki pants/shorts, or other color denim jeans/shorts into SCDC institutions provided that they are not more than three inches (3") above the knee cap.

4.1.4 Women and girls may wear dresses or skirts provided that they are not more than three inches (3") above the kneecap. (Note: This includes slits in the dress or skirt.) However, no sleeveless dresses will be worn into the Institution.

4.1.5 Any shirt or other article of clothing with a picture or language that may be considered profane or offensive by current public and/or SCDC standards will not be allowed.

4.1.6 Should any officer or employee have any doubt as to whether a Volunteer is appropriately dressed, s/he will contact the Duty Warden, who will come to the entrance area and make the final determination. Should a decision be made that a Volunteer is inappropriately dressed, the Volunteer will be denied admission to the institution for that particular day. When a Volunteer is denied admission, SCDC Form 19-

29, "Incident Report," must be completed and a copy must be forwarded to the institutional Volunteer Coordinator. The Institutional Volunteer Coordinator must send a letter to the Volunteer that explains the dress requirements for all volunteers.

5. ORIENTATION:

5.1 Registered and Guest Volunteers will receive orientation from an employee of SCDC. At a minimum, the orientation will include and a review of pertinent SCDC policies/procedures as they pertain to the volunteer activity being provided and the following topics: (4-ACRS-7F-09, 4-4119, 4-4120)

- specific arrival and departure times;
- limitations on movements within the institution and, if applicable, on the number of volunteers, services, and/or activities;
- SCDC dress code for volunteers;
- SCDC regulations and policy/procedure that prohibit the removal of items from any SCDC institution for an inmate, e.g., the mailing of a letter or delivery of a letter, etc.;
- additional items not allowed in an institution, e.g., pocketbooks, contraband items, drugs, tools, etc.;
- Regulations, rules, and policy/procedure that prohibit the lending or giving of money, cigarettes, lighters, or any other unauthorized items to inmates and that prohibit any offers, promises or favors for inmates (e.g., writing letters of support or contacting victims);
- Regulations, rules, and policy/procedures concerning volunteers receiving or making telephone calls for inmates, to include inmate pin lists; and
- Regulations, rules, and policy/procedure that prohibit the receiving or accepting of mail, money, or any other unauthorized item(s) from an inmate(s) and prohibit any offers, promises, and/or favors from/to an inmate.
- All PREA related issues

5.2 Drugfree Workplace and Drug Enforcement: The SCDC strictly enforces a drug free working environment. Volunteers may be subject to reasonable suspicion and/or accident and unsafe practice drug testing as defined in SCDC Policy/Procedure GA-03.02, "Drugfree Workplace Program." Should a volunteer test positive for an illegal substance as a result of a reasonable suspicion or accident and unsafe practice confirmatory drug test or refuse to submit to such testing, s/he will have his/her volunteer service privileges with the Agency revoked indefinitely.

5.3 Search Procedures: All volunteers will be expected to be familiar and comply with all search procedures, as outlined in OP-22.20, "Searches of Employees, Volunteers, Visitors and Vendors", as well as any institution specific search procedures. Any refusals to be searched will be grounds for termination of all volunteer privileges.

5.4 Employee and Inmate Relations with News Media and Others: Should news media representatives contact any Volunteer regarding his/her SCDC volunteer services, the Volunteer will report this information to the Director's Office to ensure that there is no breach of confidentiality. For additional information, see SCDC Policy/Procedure GA-02.01, "Employee and Inmate Relations with News Media and Others."

5.5 Employee-Inmate Relations: Volunteers should maintain a cordial and professional relationship with inmates. For additional information, see SCDC Policy/Procedure ADM-11.17, "Employee Conduct," ADM-11.34, "Employee-Inmate Relations," OP-21.12, "Prison Rape Elimination Act Procedures," and SCDC Policy/Procedure ADM-11.39, "Staff Sexual Misconduct with Inmates."

5.6 Employee and Service Provider Identification Cards: For identification purposes, all volunteers must present a photo identification card (e.g., drivers license, state identification card, student identification card, passport, etc.) prior to being authorized entry into any SCDC institution. All volunteers will be issued a SCDC "Volunteer Badge" or a "Visitor Badge" in exchange for their personal photo identification card. Personal identification cards will be returned to the volunteers in exchange for their "Volunteer or Visitor Badge" upon their exit from the institution. Volunteers will be required to wear and clearly display the issued "Volunteer/Visitor Badge" on their person at all times while performing volunteer services. (Refer to SCDC Policy/ Procedure ADM-11.01, "Employee and Service Provider Identification Cards," for additional information.) (NOTE: Security personnel must check the automated visitation system to ensure that a volunteer desiring to visit with an inmate in the capacity of a One-to-One Mentor/volunteer visitor is not also on the inmates approved visiting list.) (4-ACRS-7F-10, 4-4117)

5.7 Pets/Animals: Under no circumstances will Volunteers be authorized to leave any pet/animal unattended in any vehicle on SCDC property while they are performing their services. Pets/animals may be permitted into an institution only if prior approval has been obtained from the Institutional Volunteer Coordinator and the Volunteer utilizes the pet/animal for health purposes (e.g., seeing-eye dog) or the pet/animal is part of the volunteer services that they are providing to the inmate population.

5.8 Prescriptive Medications: For those Volunteers who are required to take prescriptive medications at certain times, the SCDC will allow only the dosage necessary to be taken by the Volunteer during his/her volunteer services at the institution. Each prescriptive medication brought into any institution must be placed in its original prescribed container, which must be labeled with the type of medication, dosage requirements, and the name of the individual for whom the medication has been prescribed. Under no circumstances will containers containing different types of medications be allowed into any SCDC institution. The SCDC reserves the right to prohibit individuals from bringing into an institution any medication that may pose a threat to the inmate population or institutional security. (NOTE: All individuals who have to use injections [needles/syringes] for medical conditions, with the exception of Epi-pen, will be required to leave the institution for such purposes and may be allowed to return.)

5.9 Beepers/Pagers, Cellular Phones, Recording Devices, and Cameras: Volunteers are NOT permitted to bring cellular phones, recording devices, or cameras into any SCDC institution. Volunteers are NOT permitted to bring in beepers/pagers unless they are required due to medical/professional reasons. Approval must be obtained from the Warden of the Institution prior to the visit.

5.10 Worship Services: Religious Volunteers must conduct all worship services and religious education in a manner that does not offend another individuals religious beliefs, or support a particular denominational interpretation.

5.10.1 Volunteers should not make negative or disparaging comments about another faith. (When in doubt, the volunteer should contact the Volunteer Coordinator [Chaplain/Community Programs Supervisor] or another staff member prior to delivering the service.)

5.10.2 To avoid favoritism in scheduling volunteer groups for worship services, generally no group will be asked to participate more than once every two (2) months. There will be no denominational worship services. Services will normally last one (1) hour on Sunday mornings, and each group should be scheduled for one visit at a time. The intent is to provide a diverse group of volunteers culturally, ethnically, and denominationally. Religious Volunteers who provide religious education provide the opportunity for inmates to learn more than the content of the lesson materials. This affords them with the opportunity to relate to volunteers and learn how to manage difficulties. Time utilized for religious education cannot become a time of worship. There should not be any preaching, and the use of hymns or a chorus should be minimal. Religious Volunteers should not be concerned with the Baptism of inmates. Whenever a volunteer wants to be involved in the Baptism of an inmate, the implication is that the Volunteer has moved into a denominational relationship that is not appropriate. If an inmate indicates a desire to be baptized, s/he should be referred to the Chaplain, who will seek to connect the inmate to a home church. Religious Volunteers who are afforded the opportunity to visit a segregated area or visit on the yard, e.g., Prison Fellowships Starting Line, must deal with the issues or concerns of the inmate(s), not with a pre-determined agenda, such as evangelizing the inmate. For additional information on this subject, refer to SCDC Policy/Procedure PS-10.05, "Inmate Religion."

5.10.3 Study groups will be limited to 12 weeks. All study group leaders must be either be a registered volunteer or a Chaplain approved inmate study group leader. These leaders must submit the following information to the Chaplain for approval before the study group will be scheduled to begin :

- title of the study;
- learning objectives;
- outline of the approved sessions; and
- materials/resources to be used.

Upon conclusion of orientation, each volunteer participant will be given SCDC Form B-1, "Volunteer Services Fact Sheet."

6. SUSPENSION OR TERMINATION OF A VOLUNTEER:

6.1 All volunteer activities are subject to review by the affected staff member, the Volunteer Coordinator, the Warden or designee, and/or the Chief, Volunteer Services Branch.

6.2 Any volunteer activity or service can be suspended or terminated because of changing needs; lack of inmate interest in the volunteer service/activity; concern for the safety, security, sanitation, hygiene, or health of the institution, staff, inmates, or others; and/or violation of Agency policy/procedures, rules, regulations, directives, or applicable statutes. (4-4115)

6.3 At any time that there is a disturbance or serious incident in an institution, volunteer services activities may be suspended by the Warden or designee.

6.4 Whenever a program is suspended or terminated, the following will be completed:

6.4.1 In any case in which a volunteer(s) is to be suspended or terminated, the affected staff member and the volunteer(s) will discuss the reasons for the termination or suspension and the Warden will then be responsible for forwarding a recommendation of the action to be taken to the Chief, Volunteer Services Branch. If appropriate, the letter of suspension or termination will be sent to the Volunteer by the Chief, Volunteer Services Branch. (4-4115)

6.4.2 If the cause for the suspension or termination is for lack of interest, changing needs, etc., placement of the volunteer service may be considered at another institution. The Chief, Volunteer Services Branch, will be responsible for determining alternate placement of the volunteer(s).

6.4.3 If suspension or termination is due to a violation of regulations and/or applicable statutes, policy/procedure, directives, and/or rules, the affected staff member must complete SCDC Form 19-29, "Incident Report," and forward a copy of the same to the appropriate Warden(s), Volunteer Coordinator(s), and the Chief, Volunteer Services Branch. The affected staff member will confer with the appropriate Volunteer Coordinator(s) and Warden(s) and with the Chief, Volunteer Services Branch, to determine if the volunteer should be suspended or terminated from volunteer activities. Suspensions in these type cases will be implemented in 30-day increments (30, 60, 90, 120 days, etc.). The volunteer may appeal his/her termination or suspension to the appropriate Warden and then to the Chief, Volunteer Services Branch. The suspension or termination of a volunteer for cause in one institution will result in loss of his/her services in all institutions. The events surrounding any suspension or termination will be considered confidential information and will only be reported on a need-to-know basis. (NOTE: These procedures are not applicable in the case of reasonable suspicion or accident and unsafe practice drug testing. In these instances, the volunteer will be immediately placed on suspension until such time that the results of his/her drug confirmatory test are returned. Should the volunteer refuse testing or should his/her drug confirmatory test be positive, his/her volunteer privileges will be immediately terminated. Should the volunteers drug confirmatory tests be negative, his/her volunteer privileges will be reinstated unless there are any other concerns to be considered. No appeals will be authorized for volunteers who refuse to be tested or whose confirmatory drug test results are positive.)

7. DEFINITIONS:

Guest Volunteer refers to any volunteer person or group who provides a specific service or program up to three (3) times annually, i.e., singing groups, worship services, etc. (NOTE: A service or program may consist of more than one day or one institution.)

One-to-One Mentor refers to a Registered Volunteer who must complete the required application and training, and is approved to work with an inmate on a one-to-one basis.

Registered Volunteer refers to any volunteer whose application has been approved and who provides regularly scheduled services to the SCDC.

Volunteer refers to a person or group who has been approved and provides goods or services of his/her own free will to the SCDC without receiving any financial payment for such goods or services.

Service Provider refers to a person or group who offers their service and time in offering services inside a SCDC Prison/facility.

SIGNATURE ON FILE

—

s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT

APPENDIX 1

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Division of Inmate Services

GUIDELINES FOR A SUCCESSFUL INSTITUTIONAL VOLUNTEER PROGRAM

1. EDUCATE STAFF

1.1 Volunteers are a valuable resource to the SCDC.

1.2 Volunteers are a supportive tool to both inmates and staff.

1.3 The Volunteer Coordinator (Chaplain/Community Programs Supervisor) should provide a list of Registered Volunteers to the Wardens staff and will update the list on at least an annual basis. The Wardens staff will maintain this list in their computer system when one is not available to the Volunteer Coordinator. The Volunteer Coordinator will rely on the administrative staff to alphabetize the list by the groups name when applicable. The Volunteer Coordinator will provide the Warden with changes as they occur to keep the list updated. The Wardens staff will distribute routine and updated lists to security and the Front Gate Staff.

1.4 Lists for Guest Volunteers will be provided to the Front Gate Staff when activities are provided. This list will include their full name, date, beginning and ending time of program, and location within the institution where the activity will take place.

2. TIMELY PROCESSING OF VOLUNTEERS

2.1 The Front Gate Staff will issue each volunteer a Volunteer/Visitor Badge in exchange for his/her photo identification. This photo identification will be returned when the Volunteer/Visitor Badge is returned.

2.2 The Front Gate Staff will check volunteer activity material. When there is a discrepancy, the Volunteer Coordinator will be contacted to make a decision. If the Volunteer Coordinator is unavailable, then the Duty Warden will make the decision.

2.3 The Front Gate Staff will allow volunteers, upon their arrival to enter the institution, into the area where they will provide their volunteer services if security staff is available. (NOTE: Many volunteers arrive 30-45 minutes prior to their volunteer services to set up the area or review their activity plan. If count is taking place, the Front Gate Staff should still permit the volunteers access to the institution.)

2.4 When there is an unavoidable start delay, the volunteer activity period should be adjusted to ensure that the time allotted is made available provided that such rescheduling will not adversely affect another prior commitment or adversely affect the security of the institution. For example, if the program is scheduled from 6:00 p.m. to 8:00 p.m. and does not begin until 6:45 p.m., then the ending time may be adjusted to 8:45 p.m. (NOTE: The volunteer activity cannot begin until the inmates arrive, so it is important to expedite their arrival.)

3. EDUCATE VOLUNTEERS

3.1 The Volunteer Coordinator and other institutional staff are responsible for providing institutional orientation. See SCDC Policy/Procedure PS-10.04 for additional information.

3.2 The Volunteer Coordinator and other institutional staff should provide additional training that addresses Agency changes when those changes impact the volunteers.

4. TIMELY PROCESSING OF INMATES FOR VOLUNTEER ACTIVITIES

4.1 Inmates interested in attending weekly (routine) volunteer activities must be included on the "Outcount Roster" which must be given to security staff at least twenty-four (24) hours prior to the volunteer activity. (NOTE: Do not utilize "Outcount Rosters" for attendance at large general population Religious Worship Services even when volunteers are utilized unless the Volunteer Coordinator and/or the Warden limit inmate attendance due to security reasons. These services need to be announced over the institutional intercom system or by a telephone call to the housing units.)

4.2 Announce volunteer activities via the institutional intercom system or by telephone calls to the housing units.

4.3 Inmate movement to the location of volunteer activities should commence at least fifteen (15) minutes prior to beginning time.

5. WHEN PROBLEMS ARISE

5.1 When an individual arrives and s/he is not included on the list of Registered and/or Guest Volunteers, the Front Gate Staff should contact the Duty Warden for a decision. (NOTE: Consideration should be given that the volunteers name could have been left off by mistake.)

6. THEY ARE HERE TO HELP

6.1 Volunteers come into our institutions to help us and the inmates.

6.2 They fulfill needs that we as staff cannot meet. They provide services that we do not have the staff or money to offer.

6.3 Remember, treat volunteers in a courteous and friendly manner; they are an important asset!